



DALLAS/FORT WORTH INTERNATIONAL AIRPORT  
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# MEMO

FINANCE DEPARTMENT

TO: Sean Donohue  
Christopher A. Poinatte  
Elaine Rodriquez

FROM: Max Underwood, Vice-President Finance

DATE: 4/12/2016

SUBJECT: Revision to FY 2016 Schedule of Charges

Attached is a "Notice of Revision" to the FY 2016 Schedule of Charges effective May 16, 2016. The revisions are red-lined in the following pages and are as follows:

- An increase of \$4 for new and renewal badges to cover the cost of Rap Back program requested by TSA. Rap Back is the subscription service for the continual vetting of badge holder criminal history records.

Approved

Sean Donohue  
Chief Executive Officer

Approved

Christopher A. Poinatte  
Executive Vice-President/Chief Financial Officer

Approved

Elaine Rodriguez  
General Counsel

cc: Rob Darby



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**FINANCE**

**FY 2016 Schedule of Charges**  
**Notice of Revision: April 14, 2016**  
**Effective: May 16, 2016 for Revised Badge Fee**

The attached pages reflect changes and revisions to the Schedule of Charges for Fiscal Year 2016. The revisions are effective as noted on the attached pages and supersede those published in the original document and all subsequent revisions.

**Fees:**

Badge 1st issuance	<del>116</del> -\$120 <sup>1</sup>
Badge Renewal	
Within 30 days from the date of expiration	<del>85</del> -\$89
Not within 30 days from the date of expiration	<del>116</del> -\$120 <sup>2</sup>
Replacement for lost/stolen; reinstatement for suspended or revoked	
1 <sup>st</sup> Occurrence	\$116 <sup>2</sup>
2 <sup>nd</sup> Occurrence	\$166 <sup>2</sup>
3 <sup>rd</sup> Occurrence	\$266 <sup>2</sup>
4 <sup>th</sup> Occurrence	Not Allowable <sup>3</sup>
Replacement due to theft (police report required)	No Charge
Badge not returned within ten (10) business days	\$116 <sup>4</sup>
Change Personal Name, Business Name, or Level of Access	\$66
Damaged or Destroyed	\$66 <sup>2</sup>
Fingerprinting	
1 <sup>st</sup> Submission	\$66 <sup>5</sup>
2 <sup>nd</sup> Submission (if first is unclassified)	No Charge

<sup>1</sup> Rate is \$66 for signatory airlines who have an active account with DFW Airport's Aviation Security Clearance services contractor.

<sup>2</sup> Government employees, to include DFW Board, will be responsible for these fees if incurred.

<sup>3</sup> Badge replacement shall not be permitted after the 3<sup>rd</sup> occurrence when a badge is suspended or revoked as a result of badge holder violating security policies, procedures, regulations, laws, or rules or if lost or stolen. The expiration date for replacement badges shall not be extended beyond the expiration date of the badge that is being reissued.

<sup>4</sup> Employers will be billed these fees if they fail to return the badge within ten business days from the date the employer notified the Access Control Office to suspend an employee's access privileges.

<sup>5</sup> Includes foreign student pilot program and individuals required by state or federal statute to have a computerized Criminal History Records check (CHRC). Please note that this service is limited to digital fingerprints submitted to the DFW Airport's Aviation Security Clearance Services contractor.